

Register of Deeds

DEPARTMENT MISSION

The mission of the Jefferson County Register of Deeds Office is to permanently protect and provide access to Jefferson County's history and future – its land and its people.

VISION STATEMENT

Our vision is to insure the integrity of Jefferson County's land records and vital records.

VALUES STATEMENT

Our work will be guided and informed by our beliefs and commitments to:

- **Inclusiveness** – we respect people, values diversity and are committed to equality.
- **Participation** – we value and recognize the contributions of staff and our business partners.
- **Quality** – we strive for excellence through continuous improvement.
- **Openness** – we are committed to a culture of teamwork and collaboration.

DEPARTMENT GOALS

Desired results	Objectives - specific steps	Link to Strategic Plan	Completion Date
Implement a succession plan	1. Identify all programs and services offered by the Department mandated vs non	Strategy 1.3	Implement during 2019 budget process
	2. Develop the tools necessary for prioritization	Strategy 1.3	Implement during 2019 budget process
	3. Explore opportunities to consolidate/collaborate	Strategy 1.4, 4.2, 4.3 and Guiding Principles	Ongoing
	4. Promote employee professional development	Strategy 1.6 and Guiding Principles	Ongoing
Integrate Receipting System to ERP	1. Work with IT to create an automated upload of daily receipts to Munis	Strategy 1.3	1st quarter 2019

	2. Evaluate efficiency and effectiveness of program/service delivery	Strategy 1.3	End of year 2019
Improve access to recorded documents for added revenue streams	1. Back index documents with tract to match grantor/grantee	Strategy 1.3	End of 2019
	2. Back index additional documents, grantor/grantee/tract	Strategy 1.3	Ongoing
	3. Maintain and improve the County's ROD records	Guiding Principles and Statutory Duties	Ongoing

PROGRAM EVALUATION

Program/Service Description	Output Measures		
	2017	2018 (Est)	2019 (Est)
Reviews, records, scans and maintains all documents related to real estate	14,461	13,000	12,750
Registers, indexes, files vital records	2,427	2,500	2,500
Makes and delivers certified and uncertified copies of vital records Revenue	13,270	14,000	14,600
ROD Revenue (Gross Total)	\$1,783,520	\$1,559,384	\$1,559,384
Collects State Transfer Tax Revenues	\$233,794	\$190,000	\$210,000
Collects Land Records Modernization Revenues	\$121,534	\$104,000	\$102,000
Makes and delivers Real Estate Copies Revenue	\$56,874	\$53,000	\$60,000
Online Laredo Revenue (subscriptions)	\$26,000	\$26,000	\$30,100
ROD Revenue to General Fund	\$581,114	\$502,600	\$541,066
Percentage of Documents eRecorded	45%	54%	60%
Budget Goals Met	Yes	On Track	TBD
Back Indexing Real Estate	35,889	20,000	20,000
Redaction of Vital Records	n/a	25,800	n/a

FACTORS INFLUENCING PROGRAM/SERVICE DELIVERY AND ACCOMPLISHMENTS

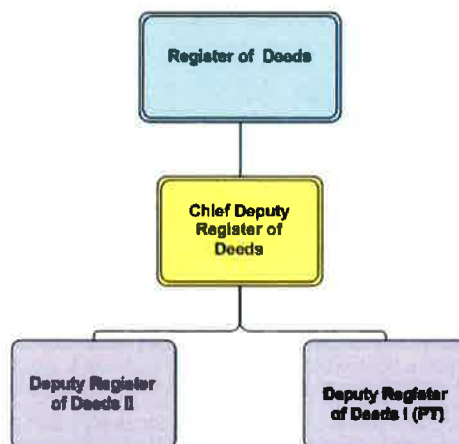
Achievement of goals for the 2017 and 2018 fiscal years are as follows:

- Created a Register of Deeds handbook to assist staff for succession planning.
- Added additional training opportunities for staff; Deputy I will complete the Wisconsin Title Examiners Certification in Nov 2018.
- Ongoing efforts to integrate land records software to Munis financials.
- Ongoing effort to work with other land departments to brainstorm opportunities for the future of Jefferson County's land departments.
- Completed a back indexing project to add tract and parcel identification information to indexed grantor and grantee documents back to 1987.
- Ongoing efforts to back index real estate records to bring additional value and revenue to online records while reducing the number of searchers utilizing our in-house resources such as computers, printers and staff time.
- Authorized governmental access to Register of Deeds records to create efficiencies for multiple departments.
- Redacted all causes of death from death certificates 50 years and newer

As part of Jefferson County's strategic plan, Strategy 1.9, I will continue to monitor state and federal legislative changes as they are in process with active participation on several different councils and committees I am involved with:

- **Wisconsin Counties Association Board of Directors**
- **Wisconsin Electronic Recording Council**
- **Wisconsin Historical Records Advisory Board**
- **Property Records Industry Association (PRIA) Co-chair Electronic & Remote Notarization Committee**
- **WRDA Legislative Committee**
- **WRDA Vital Records Committee**

DEPARTMENT ORGANIZATIONAL CHART



Register of Deeds

Financial Summary

	2017 Actual	2018 Estimate	2018 Amended Budget	2019 Budget	Change from 2018 Amended Budget	
					\$	%
Revenues						
Taxes	\$ 235,235	\$ 190,000	\$ 175,000	\$ 210,000	\$ 35,000	20.00%
Public Charges	346,734	312,650	313,850	331,666	17,816	5.68%
Intergovernmental Charges	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
Other Financing Sources	-	-	-	-	-	-
Total Revenues	581,969	502,650	488,850	541,666	52,816	10.80%
Expenditures						
Personnal Expenses	237,973	252,076	252,076	256,405	4,329	1.72%
Purchased Services	34,033	10,550	-	-	-	-
Operating Costs	49,201	59,562	58,393	62,029	3,636	6.23%
Interdept. Charges	18,229	14,354	14,354	15,453	1,099	7.66%
Other Expenses	674	694	694	1,081	387	55.76%
Capital Items	-	-	-	-	-	-
Total Expenditures	340,110	337,236	325,517	334,968	9,451	2.90%
Property Taxes	(155,762)	(163,333)	(163,333)	(206,698)	(43,365)	26.55%
Addition to (Use of) Fund Balance	\$ 86,097	\$ 2,081	\$ -	\$ -		

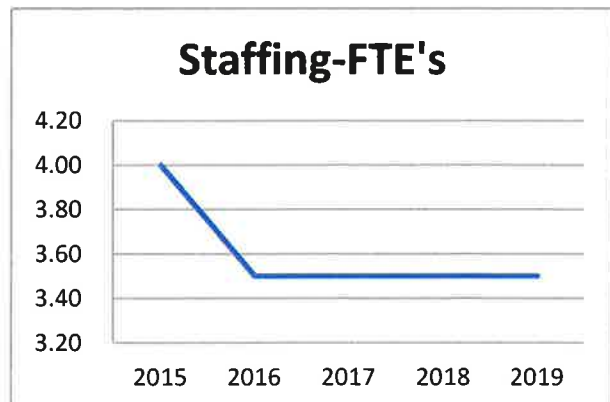
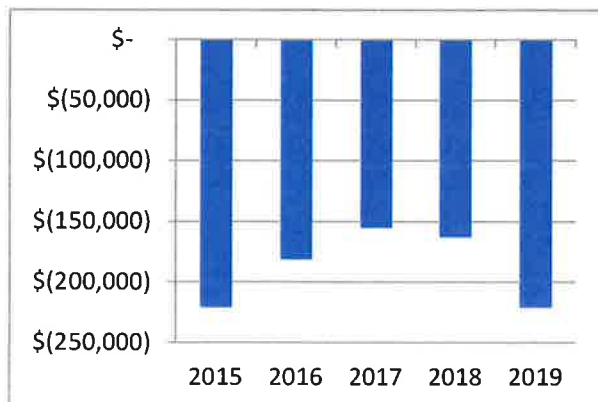
Summary Highlights:

The 2019 budget provides \$206,698 in tax levy reduction compared to \$166,333, a difference of \$43,365 from the 2018 amended budget.

Summary of Capital Items:

None

Summary of Property Tax Levy and FTEs



Register Of Deeds-2019 BUDGET

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
13001 -Register Of Deeds								
REVENUES								
411100		General Property Taxes	(155,762)	(81,666)	(163,333)	(163,333)	(206,698)	(206,698)
412300		RE Transfer Fee County Portion	235,235	118,970	190,000	175,000	210,000	210,000
451301		RE Recording/Filing Fees	216,291	96,355	191,250	195,000	191,250	191,250
451303		Copy Fees County Portion	55,831	29,433	53,000	53,000	60,000	60,000
451305		Land Info/Deeds Fee	24,905	14,126	23,700	23,700	30,100	30,100
451307		Document Review Fees	250	100	100	50	100	100
451309		Birth Funds County Portion	11,377	6,941	12,000	11,000	12,600	12,600
451310		Marriage Fund County Portion	8,981	4,265	7,500	7,000	8,516	8,516
451311		Death Fund County Portion	29,062	16,106	25,000	24,000	29,000	29,000
451313		Domestic Part Cty Portion	7	-	-	-	-	-
451316		Divorce Fund County Portion	30	7	100	100	100	100
REVENUES TOTAL			426,207	204,636	339,317	325,517	334,968	334,968
EXPENDITURES								
511110		Salary-Permanent Regular	68,824	34,767	69,536	69,536	70,230	70,230
511210		Wages-Regular	77,872	41,520	100,521	100,521	106,280	106,280
511220		Wages-Overtime	57	-	110	110	116	116
511310		Wages-Sick Leave	1,839	1,615	-	-	-	-
511320		Wages-Vacation Pay	6,028	3,228	-	-	-	-
511330		Wages-Longevity Pay	375	-	375	375	375	375
511340		Wages-Holiday Pay	3,613	1,085	-	-	-	-
511350		Wages-Miscellaneous(Comp)	1,131	394	-	-	-	-
511380		Wages-Bereavement	-	418	-	-	-	-
SALARIES TOTAL			159,739	83,029	170,542	170,542	177,001	177,001
512141		Social Security	11,731	6,120	12,868	12,868	13,541	13,541
512142		Retirement (Employer)	10,852	5,563	11,426	11,426	11,594	11,594
512144		Health Insurance	51,019	26,291	52,607	52,607	43,352	43,352
512145		Life Insurance	99	57	103	103	137	137
512150		FSA Contribution	750	750	750	750	7,000	7,000
512173		Dental Insurance	3,782	1,894	3,780	3,780	3,780	3,780
FRINGE TOTAL			78,234	40,674	81,534	81,534	79,404	79,404
TOTAL SALARIES AND FRINGES			237,973	123,703	252,076	252,076	256,405	256,405
531243		Furniture & Furnishings	-	424	4,500	4,500	-	-
531298		United Parcel Service	10	-	10	10	-	-
531303		Computer Equipmt & Software	129	-	-	-	2,500	2,500
531311		Postage & Box Rent	4,068	1,800	3,600	3,600	3,600	3,600
531312		Office Supplies	3,465	2,020	4,000	4,000	4,000	4,000
531313		Printing & Duplicating	712	117	122	100	500	500
531314		Small Items Of Equipment	171	157	3,066	3,066	3,723	3,723
531324		Membership Dues	245	245	245	245	270	270
531326		Advertising	-	-	-	-	150	150
532325		Registration	1,080	1,330	2,095	2,095	1,830	1,830
532332		Mileage	92	-	890	890	979	979
532335		Meals	-	-	157	157	157	157
532336		Lodging	674	1,240	2,220	2,220	2,470	2,470
532339		Other Travel & Tolls	-	413	500	500	500	500
533225		Telephone & Fax	211	101	200	200	-	-
535242		Maintain Machinery & Equip	38,343	36,847	37,957	36,810	41,350	41,350
571004		IP Telephony Allocation	470	272	543	543	472	472
571005		Duplicating Allocation	30	51	102	102	37	37
571009		MIS PC Group Allocation	13,935	5,405	10,810	10,810	12,308	12,308
571010		MIS Systems Grp Alloc(ISIS)	3,794	1,449	2,899	2,899	2,636	2,636
591519		Other Insurance	674	347	694	694	1,081	1,081
OPERATING EXPENDITURES			68,104	52,218	74,610	73,441	78,563	78,563
EXPENDITURES TOTAL			306,077	175,921	326,686	325,517	334,968	334,968
REVENUES			426,207	204,636	339,317	325,517	334,968	334,968
EXPENDITURES			306,077	175,921	326,686	325,517	334,968	334,968
TOTAL BUSINESS UNIT-13001 -Register Of Deeds			(120,131)	(28,715)	(12,631)	-	-	-

13002 -Redaction Fee Implementation

Register Of Deeds-2019 BUDGET

Account Number	Project	Description	2017 Actual	2018 6-Month Actual	2018 Estimated	2018 Amended	2019 Admin	2019 Adopted
REVENUES								
699700		Resv Applied Operating	-	-	10,550	10,550	10,550	10,550
REVENUES TOTAL			-	-	10,550	10,550	10,550	10,550
EXPENDITURES								
521295		Data Conversion	34,033	-	10,550	-	-	-
594950		Operating Reserve	-	-	-	10,550	10,550	10,550
OPERATING EXPENDITURES			34,033	-	10,550	10,550	10,550	10,550
EXPENDITURES TOTAL			34,033	-	10,550	10,550	10,550	10,550
REVENUES			-	-	10,550	10,550	10,550	10,550
EXPENDITURES			34,033	-	10,550	10,550	10,550	10,550
TOTAL BUSINESS UNIT-13002 -Redaction Fee Implement			34,033	-	-	-	-	-
REVENUES			426,207	204,636	349,867	336,067	345,518	345,518
EXPENDITURES			340,110	175,921	337,236	336,067	345,518	345,518
TOTAL Register Of Deeds DEPARTMENT			(86,097)	(28,715)	(12,631)	-	-	-